

Department of the Army  
Pamphlet 690–950

Civilian Personnel

# **Career Program Referral Registration and Administration**

Headquarters  
Department of the Army  
Washington, DC  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 690-950

Career Program Referral Registration and Administration

This new Department of the Army pamphlet--

- o Gives guidance on the Department of the Army Career Programs.
- o Covers career program referral registration, program web sites, and information on central referral offices.
- o Compiles current career program referral registration and administration procedures to provide a reference point for careerists, supervisors, managers, career program managers, and civilian human resource management specialists.
- o Covers career programs web sites developed as a way to provide current information to careerists more quickly and at one location.
- o Covers career program forms that can be completed online at an INTERNET web site.

## Civilian Personnel

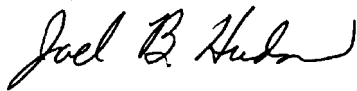
### Career Program Referral Registration and Administration

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**By Order of the Secretary of the Army:**

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

**Official:**



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This printing publishes a new Department of the Army Pamphlet.

**Summary.** This pamphlet covers the administration of the Department of Army civilian career programs. Guidance and

procedures for career programs are separated in the pamphlet by the type of recruitment system.

**Applicability.** This pamphlet pertains to Department of Army civilian employees in career programs that are referenced in AR 690-950.

**Proponent and exception authority.**

The proponent of this pamphlet is the Assistant Secretary of the Army (Manpower and Reserve Affairs). The ASA(M&RA) has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The ASA (M&RA) may delegate this approval authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Suggested Improvements.** Users are invited to send comments and suggested

improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) OASA (M&RA) Central Program Operations Division, ATTN: SAMR-CP-CPD, 200 Stovall Street, Alexandria, VA 22332-0320.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army and the Army National Guard.

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## **Glossary**

# Chapter 1

## Introduction

### 1-1. Purpose

a. This pamphlet provides information about the Department of Army (DA) civilian career program and the DA career intern program.

b. Specific information is also provided to DA employees and other eligible applicants regarding referral registration procedures in DA career programs (CP), to career program managers (CPM) who assist in the registration, and to selecting officials and civilian human resource management specialists who submit career referral requests to fill DA CP vacancies throughout Army.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

### 1-4. Career program coverage

a. CP titles, codes, and occupational series are listed in table 1-1.

b. CP mandatory referral levels and recruitment processes are listed in table 1-1.

**Table 1-1**  
**CP Mandatory Army-Wide Referral Levels and Occupational Series**

CP Title and Code	Referral Levels	Occupational Series
Civilian Human Resource Management CP-10	GS 13-15	201, 212, 221, 230, 233, 235
Comptroller CP-11	GS 12-15	110, 343, 501, 505, 510, 511, 560, 896, 1515, 1520, 1530
Safety and Occupational Health Management CP-12	GS 12-15	018, 803, 1306, 1815
Supply Management CP-13	GS-13-15	301, 340, 346, 2001, 2003, 2010, 2030, 2032, 2050
Contracting and Acquisition CP-14	GS 12-15	1101, 1102, 1103, 1150
Quality and Reliability Assurance CP-15	GS-13-15 <sup>2</sup>	1910
Engineers and Scientists (Non-Construction) CP-16	GS-13-15 <sup>2</sup>	062, 101, 150, 180, 401, 403, 405, 408, 410, 413, 414, 430, 434, 435, 437, 487, 493, 602, 801, 806, 810, 819, 830, 840, 850, 854, 855, 858, 861, 871, 892, 893, 894, 896, 1301, 1306, 1310, 1313, 1320, 1321, 1340, 1382, 1384, 1515, 1520, 1529, 1530, 1550
Materiel Maintenance Management CP-17	GS-13-15	301, 340, 346, 802, 856, 895, 1101, 1152, 1601, 1670
Engineers and Scientists (Resources and Construction) CP-18	GS-13-15 <sup>2</sup>	020, 023, 025, 028, 101, 110, 150, 184, 193, 401, 408, 414, 430, 460, 470, 471, 480, 482, 486, 801, 804, 806, 807, 808, 810, 819, 830, 840, 850, 855, 871, 880, 881, 893, 896, 1008, 1301, 1310, 1313, 1315, 1320, 1330, 1350, 1360, 1370, 1372, 1373, 1520, 1529
Physical Security and Law Enforcement CP-19	GS-11-15 <sup>2</sup>	006, 072, 080, 083, 085, 086, 301, 1801, 1802, 1810, 1811, 1812
Quality Assurance Specialist (Ammunition Surveillance) CP-20	All <sup>1</sup>	1910
Public Affairs and Communications Media CP-22	GS 11-15	1035
Transportation Management CP-24	GS 13-15 GS 12-15 <sup>1</sup>	346 301, 2101, 2130, 2150, 2161
Manpower and Force Management CP-26	GS 12-15	301, 343, 896
Housing Management CP-27	GS-13-15	1173
Equal Employment Opportunity CP-28	GS 11-15	260
Education Services CP-31	GS 11-15	1740
Training CP-32	GS 12-15	301, 1701, 1702, 1710, 1712, 1750
Ammunition Management CP-33	GS 11-15 <sup>1</sup>	301, 340, 346, 802, 895, 1101, 1150, 1152, 1601, 1670, 2001, 2003, 2010, 2030, 2050, 2101, 2130
Information Technology Management (ITM) CP-34,		

**Table 1–1**  
**CP Mandatory Army-Wide Referral Levels and Occupational Series—Continued**

CP Title and Code	Referral Levels	Occupational Series
Information Management Specialist	GS-13-15 <sup>2</sup>	301-I
Computer Career Area	GS 13-15 <sup>2</sup>	334
Telecommunications Career Area	GS 12-15 <sup>2</sup>	391
Visual Information Career Area	GS 11-15	1001, 1020, 1060, 1071, 1084
Publishing Career Area	GS 11-15	1082, 1083, 1654
Librarian Science Career Area	GS 11-15	1410
Records Management Career Area	GS 11-15	343
Intelligence CP-35	GS/GG 14-15 <sup>3</sup>	080 when duties are predominantly (51%) intelligence related. 132 1701, and 1712 located in organizations performing an intelligence mission and require intelligence-related KSAs. 400, 800, 1300, and 1500 two-grade interval scientific and technical positions engaged in target intelligence and, or, the engineering, physical or technical sciences in an intelligence function, assigned to an organizational component performing an intelligence mission.
Military Personnel Management CP-50	GS 11-15	205

Notes:

<sup>1</sup> Career program unique central referral system

<sup>2</sup> No central referral. Vacancies announced on the Army Civilian Personnel OnLine (CPOL) website.

<sup>3</sup> See AR 690-13, Civilian Intelligence Personnel Management System (CIPMS).

## Chapter 2

### Career Intern Program

#### Section I

#### Introduction

##### 2–1. Intern intake: recruitment sources

To ensure the highest quality candidates possible, a balanced use of recruitment sources, both external and internal, should be used. Recruitment efforts should include recruiting candidates to support local commands' Affirmative Employment Plans.

The following are the external recruitment sources that should be used to locate highly qualified candidates for selection as regular interns:

- a. Local vacancy announcements.
- b. College campus visits.
- c. Paid advertising.
- d. Recruitment brochures.
- e. Community contacts.
- f. Office of Personnel Management (OPM) registers.
- g. Delegated examining authority.
- h. Student educational employment programs.

##### 2–2. Presidential Management Intern (PMI) extension requests

Details on preparing requests for the extension of internships for Presidential Management Interns (PMI).

a. The supervisor, with endorsement from the activity career program manager (ACPM), recommends a program extension and prepares an implementing Individual Development Plan through command channels to the DA PMI program coordinator for approval. The recommendation will include the following:

- (1) Justification for the extension.
  - (2) The length of the extension.
  - (3) A statement that the PMI will remain at the appropriate grade level (GS-9 or GS-11) in the excepted service until performance and training requirements for the next higher grade have been met.
  - (4) A statement that the PMI has been counseled on the items above.
- b. Based on adequate justification, the DA PMI program coordinator will request approval for the extension from OPM.
- c. The PMIs must be informed of the extension of their two-year program at least 90 calendar days prior to their original two-year completion date.



- d. PMIs on central spaces may remain on central resources for a maximum of 24 months.

## **2-3. Sponsorship Program**

A sponsorship program should ensure that PMIs and regular interns facing a geographic move or a new employment situation are given full assistance for a smooth transition to the new location. A sponsorship program is important for external hire interns reporting for duty, interns going to an intern training center, and/or interns being reassigned to a new permanent duty location. Responsibilities are as follows:

a. *ACPM*. The ACPM is responsible for a sponsorship program at the employing location. In the case of enrollment at an intern training center, the school director and the servicing civilian personnel advisory center (CPAC) are responsible. The ACPM will name a person within the CP to serve as a sponsor. Current interns in the advanced stages of internship, or graduate interns, are often effective sponsors because they can relate to the new intern's situation. Besides naming a personal sponsor, the ACPM will send an official welcome letter to the intern or PMI. The letter will include—

- (1) The name, address, and telephone number of the sponsor.
- (2) A map of the employing site or area.
- (3) The local dress code (if established).
- (4) Information on temporary lodging, permanent housing, and local transportation.
- (5) A packet of materials from the local chamber of commerce or the address to request such materials.

b. *North Central Civilian Personnel Operations Center (CPOC)*. The North Central CPOC Army Civilian Training, Education and Development System (ACTEDS) Intern Central Recruitment Office will make job offers to applicants for ACTEDS centrally funded intern positions. The CPOC will send the acceptance paperwork, such as the job offer memorandum, the DA mobility agreement, the OF-306 (Declaration of Federal Employment), and a recruitment bonus letter, if applicable, to the newly hired intern. Upon return receipt of the completed paperwork, the CPOC will establish an entrance on duty date and forward a copy of the newly hired intern's completed paperwork to the servicing CPAC and CPOC for in processing details.

c. *Servicing CPAC*. The CPAC will name a personnel specialist as a point of contact (POC) for all interns, both regular and PMI, to assist with pre-employment processing and reporting information. The CPAC POC will send a letter to the newly hired intern restating the reporting date and any instructions or specific requirements for completing and processing advance forms. The servicing CPAC also initiates the recruiting action for a PMI, makes the job offer, and completes the in processing for selected PMIs.

d. *Intern sponsor*. The newly hired intern's ACPM will designate a local sponsor to serve as the intern's personal POC. The sponsor assists the intern prior to and after the intern enters on duty. The sponsor will—

- (1) Guide the intern on the first day through entrance security, CPAC processing, and other initial employment processing requirements.
- (2) Orient the intern to the work site, the internal policies, procedures, practices, and locations.
- (3) Introduce the intern to coworkers, trainers, coordinators, supervisors, managers, and the ACPM.
- (4) Provide the intern with local community information such as motor vehicle registration, operator licensing requirements and locations, voter registration requirements and locations, taxes, medical offices, and educational and religious institutions.

## **Section II**

### **Army Civilian Training, Education and Development System Intern Program Forms**

This section provides instructions for preparing the ACTEDS intern program forms. All forms are available at <http://www.usapa.army.mil> or the Army Electronic library (AEL) CD-ROM. Action is being initiated to convert the forms for online completion. Once implemented, the forms will be available on the CPOL website.

## **2-4. DA Form 5056, ACTEDS Intern Work Year Requirements**

This form is used by commands to submit their annual work year requirements for ACTEDS interns and by HQDA to develop annual ACTEDS intern allocations.

a. Instructions for completing DA Form 5056 Part A-Command Intern Requirements.

- (1) Column a. Enter the number of ACTEDS interns projected to be on board at the end of the current fiscal year (FY) by CP. Enter the total for all CPs at the bottom of this column.
- (2) Column b. Enter the number of interns coming off ACTEDS rolls during the next FY by CP. Departures include graduation and reassignment to local rolls. Enter the total for all CPs at the bottom of this column.
- (3) Column c. Enter the work years required to fund on-board interns minus those departing ACTEDS rolls during the next FY. Do not include new hires. Enter the total for all CPs at the bottom of this column.
- (4) Column d. Enter the number of new ACTEDS interns requested for the next FY by CP. Enter the total for all CPs at the bottom of this column.

(5) Column e. Enter the total number of work years required for the next FY by CP. Include new hires as well as on-board interns. Enter the total for all CPs at the bottom of this column.

*b. Instructions for completing DA Form 5056, part B-Justification.*

(1) Submit a separate justification for each CP. Functional Chief Representatives (FCR) use the information to analyze intern requirements.

(2) Follow the instructions in Part A for completing columns a through e.

(3) Identify mission changes, procurement of equipment, or any other factor that will affect the requirement for interns.

(4) Use continuation sheets as necessary.

*c. Instructions for completing DA Form 5056, part C-New Hires.*

(1) Use a separate line for each ACTEDS intern requirement. All columns must be completed.

(2) Use the column definitions in the form's instructions.

## **2-5. DA Form 7431, ACTEDS Intern Resource Utilization**

This two-part report reflects projected and actual utilization of ACTEDS intern resources (Army Management Structure Code 334751.10).

*a. Part A-Annual Obligation Plan, Section I, Gains and Losses (Actual Projected).*

(1) Enter the FY, the command, the POC, and telephone number.

(2) Enter the prior FY on-board strength by CP in the first column. Total the column. This will be the beginning of the cumulative total.

(3) Enter the projected gains and losses by CP by month (for example +3/-5). Total the column. Add/subtract the numbers from the previous column to get the cumulative total.

(4) Add/subtract the monthly losses and gains (cumulative) by CP to the prior FY on-board strength and place the result in the "Proj End-FY on-Board" column. Total the column.

*b. Part A-Annual Obligation Plan, Section II, Execution (Actual Projected).*

(1) Enter the FY, the command, the POC, and telephone number.

(2) Show monthly projected dollar execution by CP.

(3) Total each column by month and do a cumulative total by month.

(4) Add monthly sums across to get a total by CP.

*c. Part B-Monthly Strength Report, Section I.*

(1) Enter FY and status as of date.

(2) Enter the reporting command, the POC and a telephone number.

*d. Part B-Monthly Strength Report, Section II.*

(1) Enter the number of interns under each CP at each grade level

(2) Add across, and enter the sum in the total column.

(3) Add the total column at the bottom to get the total on board strength by grade for the command.

## **2-6. DA Form 5227, DA Employment and Mobility Agreement for ACTEDS Interns**

*a. The North Central CPOC will forward the DA Form 5227 to newly hired interns as part of the acceptance paperwork. The North Central CPOC will send a copy of the completed DA Form 5227 to the intern's servicing CPAC and CPOC.*

*b. The signatures of the intern and the civilian human resource management representative are required on the DA Form 5227.*

*c. If a mobility agreement is required for a local intern, the servicing CPAC will complete the DA Form 5227.*

## **2-7. DA Form 5228 (DA Presidential Management Intern Mobility Agreement)**

*a. The PMI's servicing CPAC will complete the DA Form 5228.*

*b. The PMI, the ACPM, and the civilian human resource management representative signatures are required on the DA Form 5228.*

## **2-8. Race and National Origin (RNO) Information Collection and Reports/Outstanding Scholars**

All eligible applicants for appointment under the outstanding scholar program will be asked to voluntarily complete forms for collecting RNO information. Under Section 25 of the Luevano Consent Decree, agencies are to collect RNO data on all applicants for Luevano-covered occupations on OPM Form 1592 (Outstanding Scholar Provision Reporting Form for the Luevano Decree). CPOCs will submit the RNO data quarterly to CPOD NLT the 15th of January, April, July, and October. Record keeping instructions can be found on the OPM website at <http://www.opm.gov/employ/luevano.htm>

## **2-9. Intern graduation certificate**

Upon graduation, interns will be presented a completed DA Form 4839 (Certificate of Completion of the Career Intern Program). The local employing activity issues the certificate. DA Form 4839 may be ordered through normal publications supply channels.

## **2-10. Master Intern Training Plans (MITP)**

All MITPs will include—

- a.* A graphic representation showing the intern promotion ladder and a narrative identifying the time in grade before promotion at the differing entry levels.
- b.* A list of appropriate series for interns, if warranted.
- c.* Information for development of an intern individual development plan.
- d.* A list of required and recommended courses and on-the-job training in columnar format. The format will include space for entering the knowledges, skills, and abilities (KSA) being met by the training, the dates of training, training location, and the name of the supervisor responsible for training the intern in that assignment.

# **Chapter 3**

## **Army Civilian Career Evaluation System (ACCES)**

### **Section I**

#### **Introduction**

#### **3-1. General**

- a.* This chapter only applies to CPs that use ACCES for filling jobs at the mandatory referral level. Career programs that use ACCES and the mandatory referral levels are listed in table 3-1.
- b.* In addition to the procedures contained in this pamphlet, all users must comply with the policies described in AR 690-950, Career Management.
- c.* FCRs may authorize concurrent use of announcements to recruit for mandatory ACCES referral level positions.

#### **3-2. Central referral offices**

Two central referral offices (CRO) administer ACCES. Most ACCES CPs are administered at the Office of the Assistant Secretary of the Army, Manpower and Reserve Affairs (OASA(M&RA)), Central Program Operations Division, Career Management Operations Branch (CMOB), Attn: SAMR-CP-CPC, 200 Stovall Street, Alexandria, VA 22332-0320. The Training Career Program (CP-32) CRO is administered at the US Army Training and Doctrine Command (TRADOC), ODCST, Training Career Program Central Referral Office (CP-32), Attn: ATTG-ZC-TCP, 2 Darby Street, Fort Monroe, VA 23651-5000.

#### **3-3. Website**

Easy ACCES is the website used by applicants who wish to register to be referred for civilian CP vacancies that are covered under ACCES. It can be accessed at <https://cpol.army.mil/ezacces/eahome1.html> to initially register or update all CP ACCES registration records. Easy ACCES operates in an encrypted environment that requires a user identification (User ID) and a personnel identification number (PIN) for applicants to view and update their ACCES information. Supervisors and reviewers are also required to obtain a User ID and a PIN in order to provide management ratings for employees that they supervise.

### **Section II**

#### **Career Program Referral Registration**

#### **3-4. Requirements**

Applicants must have at least a “fully successful” or equivalent performance appraisal to register in ACCES for promotion. Displaced federal employees may be entitled to receive special priority consideration under the Interagency Career Transition Assistance Plan. Contact the nearest CPAC or visit the CPOL home page at <http://cpol.army.mil> for additional information.

#### **3-5. Concept**

- a.* ACCES should be considered an open continuous announcement with referral registration available to applicants at any time. Therefore, there is no annual evaluation submission requirement. However, applicants should review and update their records annually and each time they have a position change or a new supervisor. A new supervisor is responsible, within a reasonable period (4 to 6 months), for reviewing the applicant’s ACCES ratings and submitting any rating changes. Registered applicants and management officials may enter changes at any time. Changes become

effective as soon as submitted into the ACCES database. Applicants should update their information promptly to avoid missing a desired referral opportunity.

*b.* The CRO will send an e-mail of inquiry to all applicants meeting the requested rating criteria and geographical availability. The e-mail of inquiry is sent to the email address as indicated in Part A – Employee Statement of the applicant's on-line Easy ACCES registration. The email inquiry provides information about the vacant position such as the location, duties, travel, and other requirements. Applicants interested in receiving further consideration for the position vacancy must respond by the suspense date indicated in the e-mail inquiry. Instructions on how to respond are outlined in the e-mail inquiry. Applicants who do not respond will be considered not available. Applicants who attempt to respond the e-mail inquiry after the suspense date will receive a web message informing of their failure to respond by the suspense date. All on-time responses are recorded in systems database. It is the sole responsibility of the ACCES applicant to view their e-mail system daily or arrange for e-mails to transfer to a system where the candidate can access their e-mails during absence from duty. Instructions on forwarding their e-mails can be found on the Easy ACCES Home Page titled "How to Create a Rule."

*c.* Feedback from an initial referral registration can be viewed on the Easy ACCES website. Electronic updates on Easy ACCES do not generate paper feedback from the CRO office because the feedback can be viewed from the Easy ACCES registration screens. Applicants are responsible for validating the accuracy of their online records.

*d.* Based on the recorded responses, the CRO will send Confirmation E-mails to the referred applicants. Applicants must submit the requested information to the selecting activity as indicated the Confirmation E-mail, by the indicated suspense date. See Career Program Unique Instructions, Section III of the pamphlet, for any additional requirements.

*e.* GS-15 applicants interested in referral for reassignment must complete the employee statement, referral desires, geographical availability, and a resume on the DA Form 5470 (Army Civilian Career Evaluation System (ACCESS) Consolidated Career Program Referral Registration Application). Generally, the remaining sections (for example, knowledge and abilities ratings) of the DA Form 5470 are not required because GS-15 applicants do not use ACCES for promotion and, therefore, do not need the knowledge and ability ratings. The CRO will enter administrative ratings into the database so that the system will produce a referral list. See Career Program Unique Instructions, Section III of this chapter, for additional requirements for CP-10, CP-11, and CP-14.

*f.* Non-Army applicants should contact the appropriate CRO and follow the additional instructions in Appendix H before registering in Easy ACCES.

*g.* There is a requirement in ACCES for subject matter expert (SME) involvement. A SME is an individual who is/has been in or managed the resources of the career field (including a comparable military area of concentration) for which the applicant is registering. If the immediate supervisor or reviewer is not an SME, the reviewer must consult with one. This applies unless Section III, Career Program Unique Applicant Instructions, prescribes otherwise. The FCR or assigned representative will serve as reviewer for all non-Army status applicants.

*h.* Based on experience with ACCES, the majority of ratings are fair and candid (that is, not inflated). However, inflated ratings from even a few applicants, supervisors, or reviewers will lower the effectiveness of the system. The CRO, in conjunction with functional SME, will periodically compare individual applicant ratings, supervisor ratings, and reviewer ratings with the experiences listed on the resume to confirm exposure to knowledges. Where no exposure can be identified, the applicant, supervisor, or reviewer will be sent notification, through command channels, requesting that the rater either change the ratings or ensure that the resume is updated to show the relevant experience.

### **3-6. Applicant registration**

*a.* The Easy ACCES forms DA Form 5470, and completion instructions can be found on the CPOL website at <https://cpol.army.mil/ezacces/eahome1.html>. The forms must be completed online.

*b.* Applicants must also comply with the Career Program Unique Instructions in Section III of this chapter.

*c.* The DA Form 2302-R, Civilian Qualification Record is now obsolete. A resume may be created online at <http://cpol.army.mil> using Army's Resume Builder. Select the resume option that has "No Supplemental Data." Currently, the resume is created and sent to the applicant's email address. The email can be saved as a document from which the information can be "cut and paste" into an Easy ACCES record. The resume may be no larger than 17,000 characters in length. When Easy ACCES is fully implemented, applicants will be able to forward their Army Resume Builder resume automatically into their Easy ACCES registration. See Appendix C for more instructions.

*d.* DA Form 4338 (Civilian Career Program Geographical Availability Statement). See appendix D for more information.

*e.* Applicants who are eligible for repromotion must contact the appropriate CRO and submit an original DA Form 4343-R (Civilian Career Program Repromotion Registration), along with other supporting documentation, such as a copy of the SF 50 (Notification of Personnel Action) effecting the downgrade action. See Appendix G for more instructions.

## **Section III**

### **Career Program Unique Applicant Instructions**

#### **3-7. Civilian Human Resource Management (CP-10)**

a. The FCR will participate in the selection process of all MACOM civilian personnel directors (CPD), CPOC directors, and CP-10 vacancies at the GS-15 level. MACOM CPDs will participate in the selection process of all major subordinate command (MSC) CPDs and CPAC chiefs/directors within their command. During the recruitment process of the aforementioned positions, the selecting officials will contact and coordinate with the FCR, who will provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection.

b. For lateral reassignments to GS-15 vacancies covered by the CP, the FCR will notify all permanent GS-15s within CP-10. Interested and available applicants must comply with application instructions provided in the FCR notification.

c. A self or management knowledge rating within ACCES higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

#### **3-8. Comptroller (CP-11)**

Applicants in grade GS-15 must have Supervisor and Reviewer knowledge and ability ratings in Part E of their Easy ACCES on-line registration.

#### **3-9. Safety and Occupational Health Management (CP-12)**

Certain positions in CP-12 have been designated as “Key Positions or Emergency Essential.” The job descriptions of these positions will be so annotated. These positions are usually Safety Directors located at MACOMs, MSCs, installations, U.S. Army Corps of Engineers (USACE) Division or Laboratory, an Army corps or division headquarters, medical center, or medical activity. A key or emergency essential position is also a senior safety (GS-14 or 15) position at HQDA or at the U.S. Army Safety Center. In addition, MACOM safety positions may be designated as key or emergency essential by the MACOM CPM (MCPM). When filling an emergency essential or key position, special procedures will be used to help the selecting official choose the best person for the job from among the applicants referred by ACCES. A special SME panel (three to five persons), designated by the MCPM, will convene and make recommendations to the selecting official. When the position is a MACOM safety director or a senior position at HQDA, the SME panel will be designated by the FCR.

#### **3-10. Supply Management (CP-13), Materiel Maintenance Management (CP-17), and Transportation Management (CP-24)**

a. Applicants can register in all three CPs (CP-13, CP-17, and CP-24). However, accomplishment statements will be rated by the SME of the CP they are in at the time of submission.

b. The FCRs of CP-13 and CP-17 will participate in the selection process for all GS-15 positions with their respective CP. MCPMs will participate in the selection process of all GS-15 positions within the command. As a minimum, participation will include contacting the selecting official to provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection.

#### **3-11. Contracting and Acquisition (CP-14)**

In CP-14, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge.

#### **3-12. Transportation Management (CP-24)**

a. ACCES applies to GS-346 positions only (see 3-10 above). The U.S. Army Transportation Center does centralized recruitment for GS-13-15 positions in series 301, 2101, 2130, 2150, and 2161. Applications should be sent to Office of the Chief of Transportation, ATTN: ATZF-OCT-CP, Building 705, Room 13, Fort Eustis, VA 23604-5407.

b. In CP-24, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

#### **3-13. Manpower and Force Management (CP-26)**

a. The selecting official is required to consult with the FCR (Manpower and Force Management) before a selection is made from the career referral list. This consultation will be accomplished by the selecting official providing the CP-26 FCR with materials considered by the selecting official in determining the best qualified candidate.

b. In CP-26, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

### **3-14. Housing Management (CP-27)**

In CP-27, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

### **3-15. Education Services (CP-31)**

*a.* CP-31 registrants are encouraged to address in their resume, the ability to analyze, which is defined differently for CP-31. It includes the decision-making. This is defined as “the ability to make sound, will-informed, and objective decisions; perceive the impact and implications of such decisions; commit to action, even in uncertain situations, to accomplish organizational goals; and cause change.”

*b.* In CP-31, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

*c.* Additional information regarding the SME requirement for CP-31 is amended as follows. The SME must be a person who meets the requirement set forth in paragraph 3-5g. If the SME requirement is not met:

(1) For Army applicants, the current supervisor will provide supervisory ratings, even if not an SME, and the CP-31 MCPM will serve as the reviewer. Applicants must identify and include the reviewer’s email address in Easy ACCES. The applicant’s supervisory ratings must be completed before the MCPM will complete the review.

(2) For Non-Army federal civilian applicants, the current supervisor, even if not an SME, will provide supervisory ratings and the FCR for CP-31 will serve as reviewer. Applicants will contact the CP-31 FCR at: TAPCPDE@hoffman.army.mil to request this review. This email address must be used as reviewer’s email in Easy ACCES. The supervisory ratings must be completed before the FCR will complete the review.

(3) External applicants. Reinstatement eligible and other external (outside federal government) appointment eligible applicants eligible to register in CP-31 will have ratings provided by the FCR for both the supervisory and reviewer ratings. These applicants must include the email address of the FCR in both the supervisory and reviewer email in Easy ACCES.

(4) It is critical that the applicant’s resume reflects all pertinent experience in order to obtain an objective assessment by the Reviewer. Applicants may submit supplemental documentation of knowledges and abilities by mail to US Total Army Personnel Command, ATTN: TAPC-PDE, 2461 Eisenhower Ave., Suite 922, Alexandria, VA 22331-0476.

### **3-16. Training (CP-32)**

*a.* This CP requires referral registration using both job categories and specialties.

*b.* Either the supervisor or reviewer must be a subject matter expert in CP-32. If neither the first nor second level supervisor is in CP-32, then the ACPM or MCPM must be the reviewer.

*c.* For non-Army federal civilian applicants, the current supervisor, even if not an SME, will provide supervisory ratings. Contact the CRO regarding who should serve as the reviewer.

*d.* The CRO for CP-32 is located at HQ TRADOC, ODCST, ATTN: ATTG-ZC-TP, 2 Darby Street, Fort Monroe, VA 23651-5000.

### **3-17. Information Technology Management (ITM) CP-34**

The list of ITM knowledges is subdivided into career areas. Applicants must rate all knowledges for the career area in which they desire referral and all Supervisory/Multiple Use knowledges considered as supplemental for the career area.

### **3-18. Military Personnel Management (CP-50)**

*a.* The GS-205 Military Personnel Management positions covered under CP-50 are grades GS-11 through GS-15, inclusively. If covered positions are to be filled on a permanent basis through competitive promotion/selection procedures, they must be filled by referral of applicants who are registered in the CP-50 ACCES applicant database unless filled as an authorized exception to central career referral.

*b.* On a case-by-case basis, covered positions may be engineered downward for recruitment purposes at the GS-205 07/09/11 grade levels. In such cases, requests for exceptions will be submitted to the CMOB. The CMOB will coordinate with the FCR for a decision on requests for exceptions. The FCR must agree to approve the request.

*c.* The FCR and his/her appointed representative will participate in the selection process of CP-50 GS-15 positions. As a minimum, participation will include contacting the selecting official to provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection.

*d.* The CRO will provide a copy of each referral list to the CP-50 Program Management Office.

*e.* In CP-50, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the rating and reflect such experiences.

**Table 3–1**  
**CP Occupational Series and Mandatory Referral Levels in ACCES**

CP Title and Code	Referral Levels	Occupational Series
Civilian Human Resource Management CP-10	GS 13-15	201, 212, 221, 230, 233, 235
Comptroller CP-11	GS 12-15	110, 343, 501, 505, 510, 511, 560, 896, 1515, 1520, 1530
Safety and Occupational Health Management CP-12	GS 12-15	018, 803, 1306, 1815
Supply Management CP-13	GS-13-15	301, 340, 346, 2001, 2003, 2010, 2030, 2032, 2050
Contracting and Acquisition CP-14	GS 12-15	1101, 1102, 1103, 1150
Materiel Maintenance Management CP-17	GS-13-15	301, 340, 346, 802, 856, 895, 1101, 1152, 1601, 1670
Public Affairs and Communications Media CP-22	GS 11-15	1035
Transportation Management CP-24	GS 13-15	346
Manpower and Force Management CP-26	GS 12-15	301, 343, 896
Housing Management CP-27	GS-13-15	1173
Equal Employment Opportunity CP-28	GS 11-15	260
Education Services CP-31	GS 11-15	1740
Training CP-32	GS 12-15	301, 1701, 1702, 1710, 1712, 1750
Information Technology Management CP-34	GS 11-15	343, 1001, 1020, 1060, 1071, 1082, 1083, 1084, 1410
Military Personnel Management CP-50	GS 11-15	205

## **Chapter 4**

### **Quality and Reliability Assurance (CP-15)**

#### **4–1. Coverage**

CP-15 covers DA positions in the occupational series GS-1910, Quality and Reliability Assurance.

#### **4–2. Placement and promotion policy**

*a.* All CP-15 positions GS-05 and above will be filled through local merit promotion procedures using guidance provided in chapter 2 of this pamphlet. An Army-wide minimum area of consideration is required for announcing positions at grades GS-13 through GS-15. Vacancy announcements at GS-13 through GS-15 will be announced on the CPOL website in addition to normal, local vacancy announcement distribution.

*b.* Employees interested in reassignment, promotion, or change to lower grade (CLG) to positions, which are Army Acquisition Corps (AAC) critical, must apply in accordance with (IAW) specific vacancy announcement procedures. Applicants may be required to become members of the AAC.

## **Chapter 5**

### **Engineers and Scientists (NONCONSTRUCTION) (CP-16)**

#### **5–1. Coverage**

CP-16 is comprised of technically oriented professionals who share a common capability of synthesis, analysis, experimentation, design materials, processes, and products. This program has the responsibility for supplying the soldier in the field with advanced materials ranging from missiles, tanks, ammunition, and software, along with design, research, development, and production responsibilities. CP-16 may cover DA positions in the occupational series listed in table 1-1.

#### **5–2. Placement and promotion policy**

*a.* Positions at grades GS-9 through 12 will be filled through local merit promotion procedures. An Army-wide minimum area of consideration is required for announcing positions at grades GS-13 through GS-15. Vacancy announcements at GS-13 through GS-15 will be announced on the CPOL website in addition to normal, local vacancy announcement distribution.

*b.* Employees interested in reassignment, promotion, or CLG to positions, which are AAC critical, must apply IAW

instructions contained in the specific vacancy announcement. Applicants may be required to become members of the AAC.

## Chapter 6

### Engineers and Scientists (Resources and Construction) (CP-18)

#### 6-1. Coverage

Positions covered within CP-18 are listed in table 1-1.

#### 6-2. Placement and promotion policy

a. Positions at grades GS-9 through 12 will be filled according to local merit promotion plans. Applicants must comply with requirements of the servicing CPOC.

b. Positions at grades GS-13 through 15 will be announced on the CPOL website for thirty days. As a minimum, they will be open to all status candidates and Veteran Employment Opportunity Act (VEOA) applicants. Career employees must apply against the vacancy announcement and follow the procedures specified by the servicing CPOC. Positions that require professional registration as a selective placement requirement are listed at table 6-1.

c. Selections at grade GS-15 must be reviewed by the FCR prior to making an offer. Forward information on composition of candidate pool, selection criteria used to develop the referral list, selection criteria used to determine candidates to be interviewed, names of selection panel members, and rationale for selection. Information must be provided that will show the consideration provided to minority and female candidates. The selecting official has the ultimate authority and responsibility for the selection.

d. Reassignments as exceptions to competitive procedures. Position changes to grades GS-14 and 15 key positions listed in table 6-2 must be made competitively unless filled through reduction-in-force or other formal placement programs. Exceptions are not encouraged and will be approved only for extenuating circumstances such as encumbered position after reorganization or overriding mission requirements. Requests for exception should be coordinated through the CPM chain to HQ USACE, CHERI-D, Washington, DC 20314-1000.

**Table 6-1**  
**CP-18 Professional Registration**

Level	Position
HQ USACE	<ul style="list-style-type: none"><li>• Assistant Chief, Engineering</li><li>• Chief, Structural</li><li>• Chief, Electrical and Mechanical</li><li>• Chief, Hydraulics/Hydrology</li><li>• Chief, Geotech*</li></ul>
USACE Division	<ul style="list-style-type: none"><li>• Chief, Engineering and District</li><li>• Assistant Chief, Engineering Levels</li><li>• Chief, Technical Engineering</li><li>• Chief, Design</li><li>• Chief, Hydraulics and Hydrology</li><li>• Chief, Geotech*</li><li>• Chief, Construction</li><li>• Assistant Chief, Construction</li><li>• Area/Resident Engineer</li></ul>
USACE Separate Field Operating Agency (FOA)	•Chief, Marine Design Center

**Notes:**

\* Either a professional engineer registration or a professional geologist registration will meet the professional registration requirements for Chief, Geotech when the position is classified to the GS-1350 Geology series.

<sup>1</sup> For interdisciplinary positions classified to the GS-808 (Architecture) series, either a professional architect registration or a professional engineer registration will meet the professional registration requirements.

<sup>2</sup> Combined functions require professional registration only when job is restricted to one or more of the GS-800 series. Registration is required for engineering element and for construction element at the first technical level below the Chief when functions are combined and include series other than the GS-800.



**Table 6–2**  
**Key Positions**

Position	Levels
• Chief, Engineering	GS-14-15 Levels
• Assistant Chief, Engineering	GS-14-15 Levels
• Chief, Construction	GS-14-15 Levels
• Assistant Chief, Construction	GS-14-15 Levels
• Chief, Operations	GS-14-15 Levels
• Assistant Chief, Operations	GS-14-15 Levels
• Chief, Planning	GS-14-15 Levels
• Assistant Chief, Planning	GS-14-15 Levels
(Combinations of the above are considered key positions.)	GS-14-15 Levels
• Director of Public Works	GS-14-15 Levels
• Deputy Director of Public Works	GS-14-15 Levels
• Chief, Engineer Plans and Services	GS-14-15 Levels
• Chief, Buildings and Grounds	GS-14-15 Levels
• Chief, Utilities	GS-14-15 Levels
• Chief, Operations and Maintenance	GS-14-15 Levels
• Chief, Engineering Management	GS-14-15 Levels
• Laboratory Chief	GS-14-15 Levels
• Assistant Laboratory Chief	GS-14-15 Levels

## Chapter 7

### Quality Assurance Specialist (Ammunition Surveillance) (CP-20)

#### Section I

#### Applicant Registration

##### 7–1. Overview

- a. This chapter provides information about the Quality Assurance Specialist (Ammunition Surveillance) (QASAS) Career Program (CP).
- b. The provisions and requirements of this chapter apply to all DA civilian employees and positions in the GS-1910 QASAS (all grades) occupational series who perform ammunition surveillance duties.

##### 7–2. Applicant registration

- a. *Mandatory registration.* All employees indicated in paragraph 7-1b above must be registered in the central qualifications inventory maintained by the Ammunition Civilian Career Management Office (ACCMO). This is accomplished by submission of all documents requested by the ACCMO. The ACCMO address is Chief, US Defense Ammunition Center, ATTN: SIOAC-AO, 1C Tree Road, McAlester, OK 74501-9053.
- b. *Voluntary registration.* Employees who are not in a career field and who qualify for a position in the CP-20, may become voluntary registrants. The ACCMO and the servicing CPAC will determine if voluntary registrants are fully qualified at the grade level at which they express interest. Registrants must furnish evidence of completion of required training at the time of application. Registrants must also agree to and sign a mandatory mobility agreement.
- c. *Multiple program registration.* Employees who are registered in another career field may register in the CP-20 if they are interested and fully qualified. Qualifications will be determined by the ACCMO and the servicing CPAC. Registrants must furnish evidence of the completion of the required training shown in the CP-20 ACTEDS plan. Registrants must also agree to and sign a mandatory mobility agreement.
- d. *Security clearance and physical fitness.* Multiple and voluntary registrants must provide evidence of required security clearance and physical fitness at the time of application. Mandatory registrants must maintain an up to date security clearance and meet physical fitness standards at all times during their career.

##### 7–3. Career Appraisal

- a. *Career appraisal forms.* The QASAS CP appraisal form is used to appraise the employee's qualifications in relation to career goals and staffing requirements. The form and completion instructions can be found on the Defense Ammunition Center's website at <http://www.dac.army.mil>.
  - (1) Completed career appraisal forms, along with the annual Total Army Performance Evaluation System (TAPES) performance appraisals, will be forwarded at the address noted above in paragraph 7-2a.
  - (2) The appraisal form includes assessments of general personal characteristics, technical merit, and managerial skills.

(3) Skills, knowledges, abilities, and personal characteristics (SKAP) elements are designed to measure the employee's ability to perform in another position in the same job category at the same or higher grade level.

(4) The appraisal form is applicable to all career employees in the program. Information relating to the technical competence and qualifications of career employees is required annually for use in the qualification appraisal and screening process.

*b. Career appraisal requirements.* Career appraisal procedures apply to all QASAS career employees at grades GS-09 and above. MCPMs may review career appraisals of activity directors or chiefs of ammunition surveillance functions and will record comments on the appraisal as the reviewing official.

*c. Submission requirements.* The established anniversary date for QASAS career appraisals is 30 June annually.

(1) Specific instructions and forms for providing any additional information requested will be distributed by ACCMO through CP channels at least 30 days prior to the anniversary date.

(2) Appraisal and supplemental information forms will be completed and forwarded to the ACCMO by 15 August annually or as directed by the functional chief (FC) or FCR instructions.

(3) The ACPM should ensure the timely submission of career appraisals and counseling records to the ACCMO.

#### **7-4. General Information**

*a.* All communications relating to program administration will be forwarded to the Chief, Defense Ammunition Center, ATTN: SIOAC-AO, 1C Tree Road, McAlester, OK 74501-9053.

*b.* The ACPM will assist employees in obtaining necessary forms and other information required for registration.

*c.* Annually, in conjunction with the TAPES appraisals, supervisors complete the QASAS career appraisal form for each QASAS employee supervised.

(1) A newly assigned employee whose period of service in the assignment is 90 days or less as of 30 June will not require an appraisal for that period.

(2) The supervisor, with the best knowledge of the subordinate's ability, should complete the appraisal.

(3) Where the supervisor has been assigned to the supervisory position for a short time, the appraisal should be a coordinated effort involving previous supervisor or supervisors.

*d.* The ACCMO convenes a career screening panel, comprised of career employees from surveillance organizations worldwide, to rate and rank career employees for promotion based on the career appraisal form and other available information, such as training, awards, and experience.

(1) A DA screening panel will convene annually to evaluate employees at grades GS-09 through GS-13.

(2) Screening panels will meet not less than once each 12 to 15 months to assess the qualifications of career employees for promotion and develop a promotion register.

(3) Career employees will be advised in advance of the procedures used by screening panels.

*e.* The ACPM will ensure completion of the appraisal process.

*f.* The ACCMO will maintain the registrations of all QASAS registrants to include the most recent career appraisal and performance rating.

*g.* A career employee of proper consideration for developmental assignments or promotion Failure to provide current appraisal forms, by employees, supervisors, or CPMs, may deprive.

## **Section II Referral System**

#### **7-5. General Requirements and Procedures**

*a.* The QASAS CP uses a career appraisal system and screening panel process to develop lists of best qualified (BQ) candidates for promotion.

(1) The BQ rosters for promotion at each grade are prepared based on projected annual career field requirements.

(2) These rosters are used to promote QASAS employees throughout the year.

*b.* All vacancies will be staffed through directed placement by the ACCMO.

*c.* Employing activities will submit an SF 52 (Request for Personnel Action) to the Chief, ACCMO, Defense Ammunition Center, ATTN: SIOAC-AO, McAlester, OK 74501-9053.

*d.* The SF 52-B will be accompanied by a copy of the job description and a summary of relevant job elements required by the position.

#### **7-6. Instructions to the Ammunition Civilian Career Management Office**

*a.* Upon receipt of request, the ACCMO will review the records of registrants to determine the candidate among the BQ to fill the vacancy.

*b.* If the assignment will involve a promotion, the ACCMO will review the BQ rosters developed by the screening panel and will select the registrant who best meets the vacancy's requirements.

*c.* The selected individual must be rated BQ in order to be promoted. The roster of BQ registrants is developed and

approved annually by the FCR through the actions of the career screening panel. Registrants who were rated highly qualified (HQ) may be promoted if the BQ roster is exhausted.

#### **7-7. Evaluation procedures**

a. In the best qualified category of the QASAS CP, the BQ individual for a specific vacancy is chosen from the BQ category.

b. Employing activities will identify relevant and especially important job elements for each QASAS position when requesting that a specific QASAS vacancy be filled.

#### **7-8. Referral categories**

ACCMO screening panels will determine the referral category for each career employee as follows:

##### *a. Best Qualified Category (BQ).*

(1) Registrants who are considered BQ for promotion in the QASAS CP during the life of the roster. They are those who rank at the top when considering the number of projected positions to be filled and the eligible candidates.

(2) The BQ group provides the pool from which a registrant for a specific vacancy is selected. These registrants have a high probability of immediate success in positions at the next higher grade level.

##### *b. Highly Qualified Category (HQ).*

(1) Registrants who meet qualifications requirements for promotion to positions in the same job series at the next higher grade level, did not meet established BQ criteria, but did receive recommendations for BQ by the majority of the members of the career screening panel.

(2) These registrants will be considered for promotion only when no BQ career employees are available.

##### *c. Qualified Category (Q).*

(1) Career employees who will not be considered for promotion during the life of the roster without a change in category approved by a subsequent meeting of the career screening panel or an ad hoc panel.

(2) A panel must re-screen qualified registrants to determine those qualified for promotion before any promotions are made from this category.

(3) Reasons for not recommending registrants for promotion will be provided to the career employee in writing.

## **Chapter 8**

### **Transportation Management Career Program (CP-24)**

#### **8-1. Coverage**

Positions covered within CP-24 are listed in table 1-1.

#### **8-2. Placement and promotion policy**

a. ACCES is used for occupational series GS-346.

b. Central referral procedures will be applied to all permanent and temporary with potential for permanent vacancies for positions in the Transportation Management Career Program (CP-24) in the grades of GS-12 through GS-15. Positions in occupational series 2101, 2130, 2150, and 2161 are covered. Positions in occupational series GS-301, if in CP-24, are also covered.

c. Temporary and term vacancies may also be filled using this system. If so, the announcement must be open for a minimum of 14 days, DA-wide area of recruitment. If a vacancy must be reannounced after the referral has been issued, it can be open for 14 days with the statement that those who previously applied need not reapply. This can be done anytime within the 90 days before the referral expires.

#### **8-3. Central referral procedures**

a. Vacancies will be announced on the CPOL website. The minimum area of recruitment will be at least DA-wide and the announcement will remain open for at least 30 days.

b. The announcement will include all pertinent information. Information will include the requirement for a cover page, a resume not to exceed two pages, the selected KSAs required by the position, and any other requirements.

c. Applications will be sent to the Office of the Chief of Transportation, Civilian Proponency Division, ATTN: ATZF-OCT Central Referral, Bldg 705, Room 13, Fort Eustis, VA 23604-5407. They may also be faxed to that office at DSN 927-1196 or commercial (757) 878-1196; or emailed to [centralreferral@eustis.army.mil](mailto:centralreferral@eustis.army.mil).

d. Specific policies, procedures, and requirements regarding central referral can be found at [www.eustis.army.mil/ocot/civilian.htm](http://www.eustis.army.mil/ocot/civilian.htm).

## **Chapter 9**

### **Ammunition Management Career Program (CP-33)**

#### **Section I**

#### **Applicant Registration**

##### **9-1. Overview**

- a.* This chapter provides information about the Ammunition Management Career Program (AMCP) (CP-33).
- b.* The CP-33 covers DA positions in the occupational series listed in table 1-1 when the position's predominant duties and responsibilities are in the ammunition logistics functions.

##### **9-2. Registration requirements**

- a.* All CP-33 positions at grades GS-11 through GS-15 are filled through a DA-wide centralized referral system maintained by the Ammunition Management Career program Office, (AMCPO), Defense Ammunition Center.
- b.* Career appraisal forms and the completion instructions can be found on the Defense Ammunition Center's website at <http://www.dac.army.mil>.
- c.* Addition forms are as follows:
  - (1) Performance appraisals, two copies. Provide copies of the last annual performance appraisal received and the support form, regardless of the date received.
  - (2) SF 50-B, one copy. For first time registrants only.

##### **9-3. General referral information**

- a.* All applicants who wish referral consideration must have submitted an initial, add-on, update, reconsideration, or a no-change submission. If the applicant is unsure of his or her current referral status, contact the AMCPO.
- b.* Applicants who are not currently referable must submit an "initial" package to gain referral eligibility. Only one "Initial" submission may be submitted during a referral year.
- c.* An "add-on" submission may be submitted if the applicant is currently referable. The applicant selects "add-on" block, identifies the job categories or element ratings not previously requested or rated during a referral year completed, and submits a copy of his or her the latest performance appraisal.
- d.* An "Update" submission allows an applicant to be reevaluated in up to 50 percent of his or her currently rated elements based on additional experience or knowledge gained since the elements were originally paneled. If an applicant wishes to change more than 50 percent of currently rated elements, a new "Initial" package must be submitted. Only one "Update" can be submitted during a referral year.
- e.* Career employees rated by an AMCP panel who want to reclama ratings given by the last AMCP panel must submit a "Reconsideration." When requesting "Reconsideration," elements to be reconsidered must be identified and specific information (limited to one part V for each element) provided to support the request. The information must apply to qualifications or achievements that occurred prior to the AMCP panel and be verified by the supervisor and reviewer.
- f.* A "No-Change" may be submitted by CP-33 registrants who are currently referable. A "No-change" submission will maintain current ratings and referral eligibility for the current referral year. The registrant will mark "No-change" and submit his or her latest performance appraisal forms.
- g.* Any GS-15 applicants who are interested in lateral referral under CP procedures must submit the required forms but no element ratings will be assigned. Referral will be based on employee desires, certification of qualifications, and availability.
- h.* The employee, supervisor, and reviewer are responsible for the accuracy and completeness of the application package. To the maximum extent possible, AMCP ACPMs need to participate in the review of completed forms. Incomplete or improperly completed packages may be returned without evaluation. A copy of the original package submitted, with panel rating added, will be returned to the applicant.
- i.* To be rated for promotion, a career employee must have 9 months time-in-grade when signing an "Initial" submission.
- j.* All documents and forms must be submitted to the Director, US Army Defense Ammunition Center, 1C Tree Road, ATTN: SIOAC-AX, McAlester, OK 74501-9053. If additional information is needed, contact the AMCPO, same address, telephone is DSN 956-8906, Commercial (918) 420-8906. Email is [SIOAC-AX@DAC-EMH2.ARMY.MIL](mailto:SIOAC-AX@DAC-EMH2.ARMY.MIL).
- k.* The AMCP covers four main functional areas: Ammunition Transportation, Supply, Maintenance, and Production. Employees are not required to complete all of the elements associated with these functional areas. Employees should only complete those functional elements in which they have experience that can be documented in their SKAP package.

#### **9-4. DA Screening panels**

- a.* The AMCP Annual and Midyear screening panels at the direction of the FCR, to evaluate both mandatory and voluntary AMCP registrants eligible for promotion to GS-11 through GS-15 grade level positions DA-wide.
- b.* The panels evaluate “Initial” submissions for the current referral year, “Add-on” submissions to Initial submissions already evaluated by a past panel, “Reconsideration” submissions which request a review of specific element ratings assigned by an AMCP Panel, and “Updates” to previously rated packages.
- c.* Appendix E provides information and procedures for conducting DA screening panels.

#### **9-5. Procedures for voluntary registrants**

- a.* Instructions in this paragraph apply to qualified DA employees who submit a career appraisal for positions outside of their primary CP (or who are not in a CP position).
- b.* The supervisor of the voluntary registrant will rate the general, program management, and personnel management elements.
- c.* Supervisors will rate the technical elements only if they are knowledgeable in the subject matter covered or can verify the rating through review of supporting documentation provided by the employee.
- d.* The voluntary registrant will contact the ACPM or MCPM to discuss career patterns, goals, and previous work history.
  - (1) The ACPM or MCPM may add information in part V that may be useful in assisting the rating process. The statement should identify the source of the information, for example, first-hand knowledge or previous supervisor.
  - (2) If the CPM is unable to provide information deemed useful, the CPM will indicate that no information is available.
  - (3) The CPM will initial in the space provided.
- e.* No reviewer ratings or signature is required.

#### **9-6. Instructions for non-Army employees**

- a.* Non-Army employees who want to be paneled for referral also need to submit the forms located at <http://www.dac.army.mil>.
- b.* If only lateral referral consideration is requested, element ratings do not have to be completed, although supervisory signature is necessary.
- c.* To be rated for promotion, an employee must have 9 months time-in-grade when signing his or her submission.
- d.* The employee will prepare the form using instructions at the Defense Ammunition Center website and may request assistance from the AMCPO. In addition, the applicant will provide the following:
  - (1) Resume.
  - (2) SF 50-B (to verify appointment status).
  - (3) Copy of latest performance appraisal, including support forms.
- e.* Reviewer ratings are not required. Employee should obtain supervisor’s ratings only.
- f.* The rating panel, consisting of senior Ammunition Managers, will review the employee’s experience and justification for all rated elements, as well as, supervisor ratings and will make final rating determinations.

### **Section II Referral System**

#### **9-7. General requirements and procedures**

- a.* The CPAC/CPOC will submit the request referral list to the Ammunition Management Career Program Office (AMCPO). The request for referral will be forwarded to the Director, US Army Defense Ammunition Center, 1C Tree Road, ATTN: SIOAC-AX, McAlester, OK 74501-9053. A current job description will also be included for each position vacancy.
- b.* On each referral request, the requesting official must identify specific career appraisal elements for use in the referral search.
- c.* The AMCPO will issue referral lists for all GS-11 through GS-15 vacancies based on referral rosters developed by the panel.
- d.* If the fill action is time sensitive, a message request may be submitted for a referral list including all required information. A synopsis of the job duties should also be included in the message. The complete job description will be provided to the AMCPO as soon as possible.

#### **9-8. Referral list procedures**

- a.* Names of the 25 best qualified candidates for promotion will be referred. Best qualified candidates are those that rank at the top when compared with other eligible candidates.

*b.* A list of all qualified candidates that have expressed an interest in lateral reassignment or change to lower grade will also be referred.

#### **9-9. Registrant availability**

- a.* Registrant stated availability will be interpreted literally for voluntary assignments.
- b.* A registrant will be considered for categories and geographic areas in which he or she has requested referral.
- c.* A registrant who declines three definite offers will be denied further referral consideration (except at his or her current installation) until updated availability information is received in the AMCPO.

## **Chapter 10 Information Technology Management (CP-34)**

### **10-1. Coverage**

CP-34 is composed of positions within the following career areas: information technology management, computer, telecommunications, visual information, publishing, library science, and records management. The CP mandatory Army-wide referral levels and occupational series are listed in table 1-1.

### **10-2. Placement and promotion policy**

- a.* CP-34 vacancies that are filled using ACCES are identified in table 3-1.
- b.* All positions below the mandatory referral level will be filled through local merit promotion procedures.
- c.* Positions in occupational series GS-301-I (Information Management Specialist), GS-334 (Computer Specialist), GS-391 (Telecommunications Specialist), and GS-1654, Printing Specialist, are excluded from ACCES. Vacancies for these series must be announced Army-wide on CPOL and be open for a minimum of 30 days.
- d.* The FCR will review all GS-15 selections in ITM before the job offer is made to assure that affirmative action goals have been met. As a minimum, the review will include all material used by the CPOC/CPAC in the recruitment process. Supporting documentation will include the career referral list, vacancy announcement, recruitment sources, job description, crediting plan to include evaluation criteria, and the interview panel results and scores. The FCR may require additional recruitment efforts to attract well-qualified women and minority candidates.

## **Chapter 11 Intelligence Career Program (CP-35) and Defense Civilian Intelligence Personnel System**

### **11-1. Overview of Defense Civilian Intelligence Personnel System (DCIPS)**

- a.* DCIPS applies to excepted service careerists under Title 10, United States Code, Section 1601. This includes careerists in CP-35 and other career programs. AR 690-950, Chapter 5, describes DCIPS CP-35 coverage.
- b.* CP-35 careerists who are qualified may register in other CPs, in addition to CP-35, for referral consideration.
- c.* Careerists in positions covered by other Army-wide CPs must follow the procedures for the appropriate CP listed in this pamphlet to receive referral consideration. DCIPS careerists must have either personal competitive status or interchange eligibility.

### **11-2. Placement and promotion policy**

- a.* Army-wide referral levels apply to filling DCIPS positions when competitive procedures are used. Exceptions to competition for DCIPS positions can be found in AR 690-13 and apply to all CPs.
- b.* When competitive procedures are used, selecting officials may choose one or more recruitment sources. If only one source is selected, the source must be the applicable career program as specified in AR 690-950 and this pamphlet.
- c.* CP-35 positions at the Army-wide referral level (GS/GG-14) and above will be filled competitively unless excepted by AR 690-13. Vacancies for CP-35 positions will be announced on CPOL, OPM websites, and intelligence websites or other recruitment channels as appropriate. CP-35 key positions will generally be advertised through a greater number of recruitment sources and may require a longer recruitment period to accommodate outreach efforts.
- d.* In addition to the normal CP referral procedures outlined in this pamphlet, positions filled competitively and open to all sources may be announced concurrently through CPOL, OPM websites, and intelligence community links or other recruitment sources. A CP referral list is required when competitive procedures are used to fill DCIPS positions (other than CP-35) at DA-wide referral levels. However, all sources, to include vacancy announcement applicants, may be considered concurrently. Selection of qualified candidates properly referred through any source is authorized. Review and selection criteria must be based on relevant KSA requirements for the position and must comply with merit principles, be consistent for all sources, and include any required ACCES factors.

*e.* Army Equal Employment Opportunity policies normally applicable to grade GS/GG-15 positions are expanded to include DCIPS positions competitively filled at grade GS/GG-14 because of system grade-band flexibilities.

## **Chapter 12**

### **Installation Management (CF-29)**

#### **12-1. Coverage**

The Executive Assistant (Base Operations (BASOPS)) is a civilian position that functions as the assistant to the Garrison Commander or to the Community Commander. The Executive Assistant serves as the alter ego to the Commander and may act in the absence of the Commander on all matters except for those involving command authority. Ultimately this capstone position requires a thorough familiarization and understanding of the base operations area and the ability to manage the programs and people who run them. All Executive Assistant (BASOPS)/Base Support Manager are in career field (CF)-29.

#### **12-2. Placement and promotion policy**

*a.* All Executive Assistant (BASOPS)/Base Support Manager position vacancies will be filled through local merit promotion procedures and have at least an Army-wide area of consideration. Vacancy announcements will be announced on the CPOL website in addition to normal, local vacancy announcement distribution.

*b.* The servicing CPOCs will notify the CF 29 personnel proponent, Office of the Assistant Chief of Staff, Installation Management (ATTN: DAIM-MD), prior to announcing CF 29 position vacancies.

*c.* Personnel accepting a CF 29 position will be subject to a mobility clause.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 690–950**

Civilian Personnel Career Management. (Cited in paras 3-1b, 11-1, H-2c(1).)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet.

#### **AR 70–1**

Army Acquisition Policy

#### **AR 215–1**

Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

#### **AR 215–5**

Nonappropriated Fund Accounting Policy and Reporting Procedures

#### **AR 340–17**

Release of Information and Records from Army Files

#### **AR 340–21**

The Army Privacy Program

#### **AR 600–21**

Equal Opportunity in the Army

#### **AR 601–2**

Promotional Recruiting Support Programs

#### **AR 690–13**

Civilian Intelligence Personnel Management System (CIPMS) - Policies and Procedures

#### **AR 690–200**

General Personnel Provisions

#### **AR 690–300, Chapter 301**

Overseas Employment

#### **AR 690–300, Chapter 335**

Employment (Civilian Personnel)

#### **AR 690–300, Chapter 351**

Reduction in Force

#### **AR 690–335–1**

Evaluation of Employees for Promotion and Internal Placement

#### **AR 690–400**

Employee Performance and Utilization

#### **AR 690–400, Chapter 410**

Training



**AR 690–400, Chapter 4302**

Total Army Performance Evaluation System

**AR 690–500, Chapter 501**

Position Classification, Pay, and Allowances

**AR 690–500, Chapter 511**

Classification Under the General Schedule

**AR 690–600**

Equal Employment Opportunity Discrimination Complaints

**AR 690–950, Chapter 3**

Career Intern Program

**Section III****Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD ROM (EM 0001) USAPA Website ([www.usapa.army.mil](http://www.usapa.army.mil)).

**DA Form 4338**

Geographical Availability Record (This form is available on-line at CPOL Website at <http://cpol.army.mil/ezaces/>)

**DA Form 4343**

Civilian Career Program Repromotion Registration

**DA Form 5056**

ACTEDS Intern Work Year Requirements

**DA Form 5227**

DA Employment and Mobility Agreement for ACTEDS Interns

**DA Form 5228**

Department of the Army Presidential Management Intern Mobility Agreement

**DA Form 5470**

Army Civilian Career Evaluation System (ACCESS) Consolidated Career Program Referral Registration Application (This form is available on-line at CPOL Website at <http://cpol.army.mil/ezaces/>)

**DA Form 5470–1**

Army Civilian Career Evaluation System (ACCES) Request for Referral (This form is available on-line at CPOL Website at <http://cpol.army.mil/ezaces/>)

**DA Form 7431**

ACTEDS Intern Program Utilization

**Section IV****Referenced Forms**

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD ROM (EM 0001) USAPA Website ([www.usapa.army.mil](http://www.usapa.army.mil)).

**DA Form 4839**

Certificate of Completion of the Career Intern Program (This form is available through normal supply channels)

**OF Form 306**

Declaration Form Federal Employment

**OPM Form 1592**

Outstanding Scholar Provision Reporting Form for LuevanoDecree (This form is available on the OPM Website ([www.opm.gov/forms/html/opm.htm](http://www.opm.gov/forms/html/opm.htm)))

**SF Form 50**

Notification of Personnel Action (This form is available on the GSA Website ([www.gsa.gov/forms/forms.htm](http://www.gsa.gov/forms/forms.htm)))

**SF Form 52**

Request for Personnel Action (This form is available on the GSA Website ([www.gsa.gov/forms/forms.htm](http://www.gsa.gov/forms/forms.htm)))

**SF Form 181**

Race and National Origin Identification

## Appendix B

### Central Referral Offices

#### B-1. Introduction

This appendix lists the DA-wide referral inventories. Career program responsibility and CRO mailing addresses are shown. These CROs maintain inventories of employee registration documents. They retain documents to meet regulatory requirements on all completed career referral lists issued.

#### B-2. DA central referral offices

Table B-1 is a listing of the responsible DA CRO for each DA-wide CP inventory.

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**Table B-1**  
**Central referral offices (CRO) maintaining DA-wide referral inventories**

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**Responsible Authority:** Office of Assistant Secretary of the Army Manpower and Reserve Affairs (OASA(M&RA))

**Mailing Address:**

Office of Assistant Secretary of the Army (OASA(M&RA))

Central Program Operations Division

ATTN: SFCP-CO

200 Stovall Street

Alexandria, VA 22332-0320

**Career Programs:**

Civilian Human Resource Management

Comptroller

Contracting and Acquisition

Education Services

Equal Employment Opportunity

Housing Management

Information Mission Area - includes:

Automation

Records Management

Telecommunications

Visual Information

Publishing

Technical Publishing

Librarian

Manpower and Force Management

Materiel Maintenance Management

Military Personnel Management

Public Affairs and Communications Media

Safety and Occupational Health Management

Supply Management

Transportation Management (346)

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Table B-1

Central referral offices (CRO) maintaining DA-wide referral inventories—Continued

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**Responsible Authority:** Director, Defense Ammunition Center

Mailing Address:

Defense Ammunition Center

ATTN: SIOAC-AO

1C Tree Road

McAlester, OK 74501-9053

Career Program: Quality Assurance Specialist  
(Ammunition Surveillance)

**Responsible Authority:** Chief, US Army Transportation Center and School

Mailing Address:

Office of the Chief of Transportation

ATTN: ATZF-OCT (Central Referral)

Bldg 705, Rm 13

Fort Eustis, VA 23604

Career Program: Transportation (301, 2101, 2130, 2150, 2161)

**Responsible Authority:** US Army Training and Doctrine Command

Mailing Address:

Cdr, TRADOC

ATTN: ATTG-ZC

Fort Monroe, VA 23651-5000

Career Program: Training

**Responsible Authority:** Director, Defense Ammunition Center

Mailing Address:

Defense Ammunition Center

ATTN: SIOAC-AX

1C Tree Road

McAlester, OK 74501-9053

Career Program: Ammunition Management

**Responsible Authority:** Defense Intelligence Agency

Mailing Address:

Defense Intelligence Agency

ATTN: DODICDP Branch (DPH-IB)

Washington DC 20340

Career Program: Intelligence

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## **Appendix C**

### **Instructions for Completing Resumes**

#### **C-1. Resumes**

Applicants must submit resumes in the prescribed format for ACCES referral consideration. The DA Form 2302-R, Civilian Qualification Record, is obsolete.

#### **C-2. Army's online resume builder**

Resumes may be created by using Army's Resume Builder online at <http://cpol.army.mil>. Select the resume option that has "No Supplemental Data."

#### **C-3. Other resume formats**

Applicants using other resume formats must include a brief paragraph summarizing their experience, education, and other qualifications for each relevant position in their resume. Applicants should begin with their most recent experience and work backwards. If applicable, civilian or military grade/rank and salary will be included. Dates must be shown for each experience paragraph. The resume must include the following items.

- a.* Full name, social security number, home address, email address, and home and work telephone numbers.
- b.* Education and training. Include the school name, city and state of school, type of degree or certificate (if any), subject of degree, month and year of degree, credit/semester hours, and type of certificate or diploma achieved.
- c.* For all employment, including volunteer experience, list the organization or company and its mailing address, the job title, the beginning and end dates (month and year) of employment, the number of hours per week worked if other than full time (for example, 20 hours/week), the job series and grade (if a federal employee), and specific duties and responsibilities. Do not assume that a job title is self-explanatory.
- d.* Any licenses or certificates that are relevant to the job, such as a driver's license or professional engineer's certification, as well as the state or other authority that issued the license or certificate.
- e.* Any skills, including language skills, and how the skill was acquired. For example, the ability to speak Spanish may be based on sixteen semester hours of college courses. Be specific when describing skills.

## **Appendix D**

### **Instructions for Completing DA Form 4338, Civilian Career Program Geographical Availability Statement**

#### **D-1. Introduction**

This form is used to document geographical availability for career referral consideration. The information is used to determine geographical availability for CP vacancies and to develop referral lists. To ensure proper referral consideration, applicants must ensure that their availability statement matches their referral desires requested in career appraisal documents. Availability for promotion, reassignment, or change to lower grade may be entered for any location on the form. Applicants eligible for repromotion or priority consideration must also use this form. Mismatches may result in loss of referral consideration.

#### **D-2. Requirements and procedures**

- a.* DA Form 4338 is completed online by the applicant.
- b.* Employee statement. Stated availability is interpreted literally. Applicants who indicate availability for a location are expected to be available when contacted and to accept a job if offered. Individual CP regulations may include a penalty if an applicant declines a definite job offer. Application of the penalty will be explained in the individual CP instructions or in referral procedures issued by the CRO.
  - (1) Applicants must indicate availability for their current employing location if they desire referral consideration there.
  - (2) Applicants eligible for repromotion consideration should determine their referral interest on the basis of their current grade and the highest grade previously held. Also, applicants should consult with their supervisor or the servicing CPOC/CPAC if assistance is needed.
  - (3) Availability for same grade (SG) does not imply availability for higher grade (HG) nor does availability for HG imply availability for SG. Applicants must indicate select each column for which referral is desired.
  - (4) Availability statements must match the grade level considerations requested in career appraisal documents (promotion, reassignment, or lower grade). For example, if rating for a higher grade was requested, referral consideration can occur only if availability for HG is entered for a geographical location. Applicants should consult with their supervisor or the ACPM to determine realistic availability. The MCPM is another source of information about CP opportunities and grade span at specific locations.
  - (5) Availability for all locations within a given state (including Washington, DC) or a foreign country is indicated by selecting the state or foreign country. There is no need to also check all the cities within that state or country. Although applicants can input redundant X's in Easy ACCES, the system will inactivate their registration until the geographical preferences are corrected. Applicants must check the status of their referral, review reasons for inactivation on the Easy ACCES Status Menu, and make the required adjustments to their referral desires and/or geographical preferences. All reasons for inactive status are listed with explanations for the inactivation.

## **Appendix E**

### **Instructions for Conducting Screening Panels**

#### **E-1. Introduction**

This appendix provides instructions for DA and MACOM screening panel operations and the membership composition of screening panels. It applies to the CPs still under the SKAP referral system, Quality Assurance Specialist (Ammunition Surveillance), CP-20; and Ammunition Management, CP-33. However, the instructions can be used as a guide for conducting other CP central referral screening panels.

#### **E-2. Requirements and procedures**

These instructions are as follows:

- a.* Apply to competitive rating of candidates for vacancies filled through centralized referral.
- b.* May be supplemented as required by each CP. Supplemental instructions will be approved by the FC or FCR of the CP, the CRO that administers the CP, and the OASA(M&RA). Supplemental panel instructions are published in individual CP sections procedures in this pamphlet.

#### **E-3. Scheduling screening panels**

- a.* Normally, screening panels will be convened annually by the CRO with the concurrence and assistance of the FC, FCR, or the MCPM.
- b.* Ad hoc, midyear, and reconsideration panels will be convened as needed by CROs.

#### **E-4. Functions of screening panels**

- a.* DA and MACOM screening panels will meet all of the requirements of this pamphlet and individual CP regulations.
- b.* The panel will evaluate career appraisals submitted and compare them with the job element definitions. It will assign ratings that represent the knowledge, skills, or abilities described in appraisal instructions. The career appraisal documents normally submitted to the panel include the following:
  - (1) The career appraisal form
  - (2) A current resume.
  - (3) Supplemental qualifications statements, if required of employees by the CP. These forms list experience and related information.
- c.* The panel will review documents that list achievements and experience directly related to an element being rated. It will fully consider the element ratings assigned by the employee, supervisor, and reviewer. In some cases, the panel may assign a rating lower than the lowest rating by the employee, supervisor, and reviewer. In such cases, the panel will make comments to the employee or outside candidate that will explain the basis for the lower rating by the panel.
- d.* The chairperson or designated panel member will prepare an information memorandum for the FC, FCR, or the MCPM and will forward the memorandum to the functional official concerned. A copy will be sent to the CRO that convened the panel. This memorandum will summarize the panel actions and will—
  - (1) Describe actions taken during its deliberations.
  - (2) Discuss circumstances or conditions that the panel has found to be of concern or interest.
  - (3) Make recommendations.

#### **E-5. Panel membership**

- a.* Members will be SME in the functional fields of the persons to be rated.
- b.* Membership of each panel will be held to a reasonable number so that it can carry out its duties effectively. This number may vary due to several factors; for example, the number of job series and elements in the CP, the number of panels needed, and the number of career appraisals to be evaluated. While the number of members, in all cases, cannot be prescribed, the following guidance applies—
  - (1) Where only one panel is convened for a CP, there should be three or five members.
  - (2) Some CPs may have several subpanels, each with at least three members, including a chairperson. A presiding chairperson may be appointed to coordinate and observe sub-panel actions. This will help ensure that ratings assigned for the same type of experience are consistent. Additional responsibilities may be assigned to the presiding chairperson.
  - (3) Panels should have an odd number of members, including the chairperson, in order to avoid tie votes.
- c.* The panel chairperson will be chosen by the FC, FCR, or the MCPM. The grade of the chairperson will at least equal the grade of the highest ranking panel member. When possible, it will be one grade higher.
- d.* Members will be nominated by the FC, FCR, or MCPM and approved by the CRO. They will hold positions at or above the grade for which candidates are being evaluated and rated.
- e.* The CRO, with the aid of the FC, FCR, or MCPM, will ensure that each panel member receives—
  - (1) Written confirmation of assignment as a member of the panel.

- (2) Instructions and rules of order.
- (3) Appropriate training.
- f.* A civilian human resource management adviser from the CRO will provide instructions and guidance on—
  - (1) Merit principles and requirements.
  - (2) Candidate evaluation procedures and methods.
  - (3) Regulatory requirements cited in E-4a above.
- g.* The CRO, with the aid of the FC, FCR, or MCPM, should take action to locate and choose qualified minorities and women as panel members.
- h.* A person acting as a recorder will assist members with documentation and administration during the panel session. The recorder should know (or be trained in) panel procedures.

#### **E-6. Rules of order**

- a.* Once membership on the panel is confirmed, attendance at each session is mandatory.
- b.* Final panel ratings will be based on the consensus of members after they review all documents presented. The chairperson must ensure that the prescribed procedures are followed and that members fully understand their duties. Each panel member, including the chairperson, will have an equal voice in making panel decisions.
- c.* A panel member must inform other panel members if he or she has served as a supervisor or reviewer during the appraisal period of an employee being rated. There must be no conflicts of interest. Members may exchange objective opinions or clarify information through discussion, but panel members must not serve as a sponsor or advocate of an employee being rated.
- d.* Panel decisions will be as objective as possible. Decisions will not be based on extraneous, undocumented, or subjective information.
- e.* In some cases, the panel may assign ratings to a candidate consistently lower than the ratings assigned by the supervisor or reviewer. In such cases, the panel will review the candidate's previous year's rating (if ratings were given) and any interim change.
- f.* Candidates will be rated only by the panel reviewing the highest grade for which the candidate is eligible for consideration. Element ratings assigned by the panel will apply to all grades for which the candidate is rated.
- g.* Exceptional performance appraisals and similar awards are not required for exceptional or met ratings. Recency of achievements will not be used as a basis for denial of an exceptional or meet rating without documented evidence that it is a factor. The panel must consider the achievements with the standard described and decide if the achievements are relevant.
- h.* Members will assign ratings without regard to political preference, race, color, gender, marital status, political affiliation, religion, national origin, disability, age, or sexual orientation of candidates.



## **Appendix F**

### **Army Civilian Career Evaluation System Request for Referral Guide**

#### **F-1. General requirements and procedures**

a. All requests for career referrals should be submitted using the automated request for referral form, DA Form 5470-1, found at <https://cpol.army.mil/ezaccess/>.

b. Certain positions in CPs have been designated as “Key Positions”, “Emergency Essential,” or “Critical Acquisition Positions.” These positions are usually located at MACOMs, MSCs, or headquarters, or may have special training and education requirements that require special handling during referral generation. When filling such positions, special procedures may also be required to help selecting officials choose the best person for the job. (See Appendix A, Section III for special requirements.)

c. The selecting official may request a list of only “promotable” applicants or both a “promotable” and one of two kinds of “lateral/change to lower grade” lists. Only one type of lateral list may be requested, as indicated below.

(1) Career referral lists for promotion are limited to the applicants with the highest “total weighted scores” who have indicated availability for the vacancy location and have indicated a willingness to travel, commensurate with the requirements of the position. In the case of a tied score, all applicants with that score are referred. These applicants are considered to be the “best qualified” applicants for the position.

(2) Ranked lateral referral lists are limited to a certain number of applicants with the highest weighted scores. All change to lower grade applicants will be included when any type of list is provided.

(3) Unranked lateral referral lists will include all lateral and all change to lower grade applicants.

(4) All applicants entitled to priority consideration or special consideration for repromotion will be referred separately and ahead of competitive referrals.

d. The selecting official, in coordination with the civilian human resource management advisor, will identify the appropriate job category and /or functional area, knowledges and abilities. Any knowledge identified, in addition to the “core” must be supported by written justification, usually the job description. The weights assigned must average “3”.

e. Applicants are notified via email each time they are referred. The documents necessary to indicate interest and availability are identified in the confirmation email. Usually, applicants must provide a copy of their most recent resume to the CPOC/CPAC address identified in the confirmation email for use by the selecting official.

f. Supervisors will normally release a selected employee within one month after official notification of the selection. The losing and gaining CPACs may negotiate a later date if there is a permanent change of station involved. To ensure a smooth transition into a new position, the ACPM or the gaining supervisor will appoint a sponsor. The ACPM will meet formally with each newly placed employee within 30 days of reporting for duty and again 30 days later to follow-up on the resolution of any problems and to discuss progress in the new position.

g. Selections from DA CP mandatory referral lists are generally considered in the best interest of the government and PCS costs associated with CP selections may be paid. However, the current policies in the Joint Travel Regulation (JTR) apply. PCS costs are authorized but management can determine, in regard to a specific vacancy, whether it is in the interest of the Government to pay PCS costs. Management has the discretion to decline to authorize PCS costs IAW the JTR. If management intends not to pay PCS costs, this decision will be advertised in the central referral notice. This decision will not be imposed after referral or selection. If the central referral notice is silent, there is an assumption that PCS allowances will be paid.

#### **F-2. Information to selecting officials**

a. Selecting officials receive a referral list in which applicants’ names are alphabetically listed and grouped by referral category (for example, promotable, lateral, and change to lower grade).

b. A computer printout on each applicant referred is also provided. The printout contains the self-knowledge ratings and management (supervisor/reviewer) knowledge and ability ratings used to determine the referral score and the average for accomplishment ratings.

c. A copy of each applicant’s resume is provided to the selecting official by the CPOC/CPAC handling the recruitment action. When Easy ACCES is fully functional, this may be accomplished by downloading the referral list from the website.

#### **F-3. ACCES Request for Referral, DA Form 5470-1**

Using the electronic format expedites the referral process. This section is a guide to the information presented on the screens within Easy ACCES for requesting referral lists. Most of the data requested on the individual screens are self-explanatory.

a. *Mandatory items.* All items marked with a red asterisk “\*” are mandatory. Easy ACCES will not accept the referral request until all mandatory items are completed.

b. *Multiple vacancies.* If the request is for more than one vacancy, a separate PERSACTION number is required for each vacancy. Positions that are identical (same job category, grade and location, and all knowledges and abilities are weighted the same) may be handled as one request.

*c. Duty station.* If the duty station of the position vacancy does not appear on the request form, enter the nearest location. The location identified will be the location screened for the referral list. If a city within a state is selected, all of the registrants who indicated the entire state are also included.

*d. Incumbent.* Include the full name and new duty station of the former incumbent, or indicate “new position” as applicable. The incumbent’s name is assumed to be the employee who is vacating the position, and will not be included on the referral list. To prevent exclusion of an employee who may be temporarily promoted in the position, enter “encumbered position.” Then employee will be considered if his/her referral registration is complete and registration criteria matches requested referral criteria. There is no guarantee that the incumbent will be referred. Applicants must be among the “best qualified” applicants to be referred for the position. Selecting officials are encouraged to contact the CRO to verify an incumbent’s referral registration status before referral lists are requested if they directly supervise the incumbent.

*e. Description of position.* Enter a description of duties and other information that may be helpful to applicants. This may include cost of living information, tour of duty, overtime requirements, or other items of interest about the area or the position. Do not simply enter the first few paragraphs of the position description.

*f. Core knowledges and abilities.* All “core” knowledges and abilities for the job category selected must be used. They are identified by a “C.” Knowledges identified with a Plus sign “+” are considered important for the job category chosen. All other knowledges and abilities selected are considered supplemental and may be weighted if the position description supports the requirement for the ability or knowledge.

*g. Importance weight.* Enter a value of “3” for the core knowledges signified by a “C” below. Knowledges identified with Plus sign “+” are considered to be important to the job category chosen. One of these selective core knowledges from the group marked with the plus sign must be weighted a “3”. All other knowledges are considered supplemental and a value of “3” to be entered if the position description supports the requirement for the knowledge.

*h. Check request for errors.* By clicking on this option, the system will conduct an automated edit to ensure that all of the required fields are filled. After the edit is complete, the system formats the information into a Referral Request.

*i. Submitting the request.* The system does not save the input nor does it automatically submit the referral request to the appropriate CRO. When Easy ACCES is completely functional, the request for referral process will be online. Until then, the referral request must be printed and sent to the CRO by facsimile or mail. The CRO sends copies of the Notification Letter to each applicant referred for the vacancy.

#### **F-4. Return of referral lists to the CRO**

*a. Annotating referral lists.* Accumulating accurate referral and selection statistical data is critical to the effectiveness of the ACCES. To assist in this area, the CPOC/CPAC must annotate the referral list with the codes listed on the computer-generated list. The effective date/entry on duty date and nature of the action for the selected applicant must be noted.

*b. Unused Referral lists.* When a referral list is returned unused (without a selection) to the CRO, the reason for non-use must be furnished. If the recruitment action has been canceled or the list expired before a selection could be made, specific information must be provided regarding why the action was canceled or the selection was not be made before the expiration date. If selection for the position was made from another source (for example, an OPM certificate of eligibles, a transfer, reassignment, reinstatement, or repromotion), the name of the selected applicant, his or her organization or activity, the effective date, and the source of selection must be provided.

*c. Use of Priority Placement Program (PPP) and the requisition referral list expiration date.* The CPOC/CPAC requesting the referral list must clear PPP when requesting an ACCES referral list. The CPAC/CPOC will set the life of a career referral list based on mutual agreement between the selecting official and the servicing CPAC. The duration will begin with the date that PPP is cleared. The initial expiration date of the career referral list can be extended when needed to effectively complete the selection process. Expiration dates cannot be extended retroactively; once a list expires, no selection can be made from it and a new referral request must be submitted.

*d. Returning referral lists.* The CPOC/CPAC will return only signed and annotated referral lists. The established expiration date must be shown on the returned lists. All other related backup materials will be managed locally and not forwarded to the CRO.

## **Appendix G**

### **Instructions for Completing DA Form 4343-R**

#### **G-1. Introduction**

This appendix provides instructions regarding the DA Form 4343-R (Civilian Career Program Repromotion Registration). The completed form provides the CRO with essential information about an employee who has been involuntarily placed in a lower grade position through no fault of the employee. Submission of the form is essential to establish an employee's eligibility for noncompetitive repromotion consideration for CP positions at DA or MACOM levels.

#### **G-2. Requirements and procedures**

- a. The DA Form 4343-R is available at [WWW.USAPA.Army.mil](http://WWW.USAPA.Army.mil) and the AEL CD-ROM.
- b. Authorized DA abbreviations are permitted.
- c. A copy of the original DA Form 4343-R is completed by the employee and validated by the CPOC/CPAC. It is required for each CRO in which the employee is registered. (See appendix B, table B-1 for a list of CROs.)
- d. The DA Form 4343-R is completed by the employee and the CPOC/CPAC. The employee completes parts I through IV, and the CPOC/CPAC completes and validates parts V and VI.

#### **G-3. Item instructions for Part I, Identifying Data**

- a. Item 1, name. Enter the employee's last name, first name, and middle initial.
- b. Item 2, current position, title, series, grade. Enter the employee's current position title, series, and grade.
- c. Item 3, official mailing address. Enter the employee's official mailing address and ZIP Code.
- d. Item 4, social security number. Enter the employee's social security number.
- e. Item 5, telephone number. Enter DSN or other.
- f. Item 6, CP title. Enter the name and number of the CP in which registration is desired. See table 1-1 for the list of CP names and numbers.
- g. Item 7, MACOM or FOA. Enter the abbreviated name of the MACOM or FOA.
- h. Item 8, personnel office identifier. Enter the CCPO-ID and personnel office identifier.

#### **G-4. Item instructions for Part II, Eligibility Information**

- a. Item 9, eligible for special consideration for repromotion. Check the appropriate block. Generally, only one category will be checked; however, in some instances, more than one category may be checked.
- b. Item 10, grade, salary, pay retention status. Check the appropriate block in 10a. If applicable, give retained grade, salary, or pay in 10b. Enter the date of change to lower grade or the beginning date of receipt of the grade, salary, or pay retention benefit in 10c. Get the effective date from the employee's SF 50-B (Notification of Personnel Action).

#### **G-5. Item instructions for Part III, Referral Desires and CPOC/CPAC Certification**

- a. *Item 11, application status.* Check the appropriate block to show the reason for submission.
  - (1) "Initial Submission" means first-time entry into the special consideration referral system.
  - (2) "Change in referral desires" means a change in title, series, and grade of position originally requested in item 12 (column A).
  - (3) "Eligibility change" means that either a declination of a valid job offer or repromotion has occurred, or that the period of grade, salary, or pay retention has expired.
- b. *Item 12, referral desires and CPOC/CPAC qualification determination.* The employee enters the title, series, and grade in column A of those positions for which referral consideration is desired. The CPOC/CPAC will annotate under column C or D (following the title, series, and grade entered by the employee) either a "Q" for qualified or an "NQ" for not qualified. The CRO will use column B, if applicable, to annotate any special CP job requirements that are unique to a CP.
- c. *Item 13, optional referral categories.* Check appropriate referral category.

#### **G-6. Item instructions for Part IV, Employee Statement**

- a. *Item 14.* The employee should read carefully part IV before signing and dating in items 15 and 16. If there are questions regarding part IV, they should be addressed to the servicing CPOC/CPAC. Employees who desire MACOM-level referral consideration must complete item 14d by checking the MACOM or independent report activity (IRA) in which repromotion consideration is desired.
- b. *Item 15.* The employee signs and dates this item.
- c. *Item 16.* Enter date.

#### **G-7. Item instructions for Part V, CPOC/CPAC Statement**

- a. *Item 17.* The CPOC/CPAC representative will ensure that the employee—

(1) Meets the criteria for special repromotion consideration.

(2) Is qualified for the position for which consideration is requested.

(3) Is advised of those positions, by series and grade, for which the employee does not qualify.

*b. Item 18.* The CPOC/CPAC representative will advise the appropriate CROs of any action that changes the employee's eligibility for repromotion referral.

*c. Item 19.* The CPOC/CPAC representative signs as verification that the form has been reviewed and that the information on the form is correct.

*d. Item 20.* Enters his or her telephone number.

*e. Item 21.* Enter date.

#### **G-8. Item instructions for Part VI, Eligibility Change**

*a. Item 22.* The CPOC/CPAC representative completes this item when there is a change in the employee's eligibility status for repromotion referral, and notifies the employee.

*b. Item 23.* The CPOC/CPAC representative signs this item to certify that a change in the employee's eligibility status for repromotion referral has occurred. The CPOC/CPAC representative also—

*c. Item 24.* Enters his or her telephone number.

*d. Item 25.* Enter date.

#### **G-9. Submitting the DA Form 4343-R and related materials**

*a.* The employee sends to the CPOC/CPAC representative three copies (original plus two copies) of the forms described in (1) through (3) below.

(1) DA Form 4343-R (Civilian Career Program Repromotion Registration).

(2) Resume.

*b.* The employee also sends to the CPOC/CPAC representative three reproduced copies of the SF 50-B that recorded the initial entitlement of the employee to grade, salary, or pay retention action. (Do not send the original SF 50-B.)

*c.* The CPOC/CPAC representative reviews the information on the employee's DA Form 4343-R and validates the information as being correct by signing and dating the form in part V. Then, the CPOC/CPAC representative sends a copy of the DA Form 4343-R, and a copy of the employee's SF 50-B to the proper CRO. When the employee requests registration in more than one inventory or CP, the CPOC/CPAC representative will send one copy of the forms to each CRO in which the employee maintains registration in a CP. The CPOC/CPAC representative returns to the employee a validated copy of DA Form 4343-R and the SF 50-B. The CPOC/CPAC representative retains one validated copy of each form.

## **Appendix H**

### **Instructions for Registration by Non-Army or Non-Federal Status Applicants**

#### **H-1. Introduction**

This appendix includes information necessary to register in ACCES as a federal civilian applicant employed outside of Army or as an applicant with personal status (for example, prior civilian employee who is eligible for reinstatement with the federal government). Applicants eligible for an appointment using the VEOA, Family Member Preference, Non-Appropriated Fund to Appropriated Fund Conversion, or Veterans Readjustment Act (VRA) may also apply if they meet OPM qualifications for the series and grade of the position.

#### **H-2. Requirements and procedures**

Applicants must include all documents described in this paragraph that relate to the type of application submitted. All documents necessary for a qualifications determination must be provided to the appropriate CRO listed in Appendix B. A qualifications determination will be made by the CRO before the applicant can complete the registration documents listed in paragraph 3 below. Every effort will be made to quickly determine the qualifications of the applicant upon receipt of the application. Incomplete applications will not be accepted or returned.

*a. Resume.* All applicants must submit a resume IAW appendix C. Non-Army, current federal employees and reinstatement eligible applicants must group each position narrative by salary or position title. Include federal civilian occupational series and grade whenever possible. Include beginning and ending dates of employment for each narrative for each position. Do not attach copies of awards, letters, or other documents not specifically requested.

*b. Career Program and Grade Identification.* A cover document must be included which describes the CP and grade level qualification determination desired based on table 1-1. A separate request and resume are required for each CP. After a qualifications determination has been made, the applicant will be informed by the CRO of the outcome of eligibility for ACCES registration.

*c. Eligibility Documentation.* In addition to meeting qualification requirements, other documents that provide proof of personal status must be included with the application as described below. The applicant must provide the required documentation according to federal guidelines provided by the OPM. Documentation required is listed below by eligibility type; however, additional documentation may be required when requested.

(1) Federal civilian employees not currently working for Army must meet requirements described in AR 690-950 to be determined eligible to register in ACCES. Verification of that employment must be provided by submitting an SF 50-B. The form must clearly show that the applicant has competitive status (for example, currently working for the federal government on a career or career-conditional appointment or previously held a career or career-conditional appointment). Previously held career-conditional appointments must have been within the past 3 years.

(2) Reinstatement eligible applicants must include the SF 50-B showing reinstatement eligibility.

(3) Family member eligible applicants must provide all documentation required that substantiate their family member eligibility IAW OPM guidance.

(4) Non-appropriated fund conversion to appropriated fund eligible applicants must provide proof of eligibility for conversion by submitting documentation that shows at least one year of continuous Non-Appropriated Fund employment.

(5) VEOA eligible applicants must provide proof of veteran's status (DD Form 214 or other documentation) and identify the CP and series and grade of interest.

#### **H-3. Results**

After a qualifications determination has been made, the CRO will inform the applicant of their determination. If eligible for registration, the applicant must submit the following additional information to complete the ACCES registration.

*a. DA Form 5470.* Complete all items according to instructions in Chapter 3 except for the items specifically mentioned below.

(1) Part A, Employee's Statement. Leave items 8 and 9 blank.

(2) Part E, Supervisor/Reviewer Knowledge and Ability Ratings. The immediate supervisor completes the "S" column. In ACCES, the reviewer ratings are provided by Army SMEs or, in some instances, supervisory ratings are duplicated as reviewer ratings. In some CPs, the reviewer is appointed by the Army FCR to evaluate non-Army applications to that CP. The applicant must contact the appropriate CRO to request the ratings necessary to complete the application process. (See chapter 3, Section III for additional information about Career Program Unique Applicant Instructions)

(3) Applicants who are currently self-employed or unemployed may substitute the self-knowledge ratings in Part C for the management knowledge ratings in Part E. Applicants must contact the CRO to accomplish this type of registration.

(4) Part F, Request for Change. Used to update records.

*b. DA Form 4338.* See Appendix D for more information.

c. Race and National Origin Identification, SF-181. Furnishing the information requested on the form is voluntary and is used by Army to statistically monitor equal employment opportunity programs.

#### **H-4. CRO determination**

Applicants should complete the forms listed in paragraph H-3 above only after a CRO qualifications determination that the applicant is eligible to register in ACCES. Applicants may not register if they have been determined ineligible for the series and grades desired on the application. The addresses of the appropriate CRO for requesting additional information are listed in Appendix B. If the applicant is determined to be ineligible, he or she may resubmit a resume and qualifications documentation for reconsideration. Additional information should be included in the resume to substantiate requested qualifications.

## **Glossary**

### **Section I Abbreviations**

#### **AAC**

Army Acquisition Corps

#### **ACCES**

Army Civilian Career Evaluation System

#### **ACCMO**

Ammunition Civilian Career Management Office

#### **ACPM**

Activity Career Program Manager

#### **ACTEDS**

Army Civilian Training, Education and Development System

#### **AEL**

Army electronic library

#### **AMCP**

Ammunition Management Career Program

#### **AMCPO**

Ammunition Management Career Program Office

#### **AR**

Army Regulation

#### **ASA(M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

#### **BASOPS**

Base operations

#### **BQ**

Best qualified

#### **CIPMS**

Civilian Intelligence Personnel Management System

#### **CLG**

Change to lower grade

#### **CP**

Career Program

#### **CPAC**

Civilian Personnel Advisory Center

#### **CPD**

Civilian Personnel Director

#### **CPM**

Career Program Manager

#### **CPOC**

Civilian Personnel Operations Center

**CPOL**

Civilian Personnel OnLine

**CRO**

Central Referral Office

**DA**

Department of the Army

**DCIPS**

Defense Civilian Intelligence personnel System

**DOD**

Department of Defense

**E&S(NC)**

Engineers and Scientists (Nonconstruction)

**E&S(RC)**

Engineers and Scientists (Resources and Construction)

**EEO**

Equal Employment Opportunity

**FC**

Functional Chief

**FCR**

Functional Chief Representative

**FOA**

Field Operating Agency

**FY**

fiscal year

**HQDA**

Headquarters, Department of the Army

**IAW**

in accordance with

**IRA**

Independent Reporting Activity

**ITM**

Information Technology Management

**JTR**

Joint Travel Regulation

**KSA**

Knowledges, skills, and abilities

**MACOM**

Major Army Command

**MCPM**

MACOM Career Program Manager



**MITP**

Master Intern Training Plan

**MMM**

Materiel Maintenance Management

**MSC**

Major Subordinate Command

**NC**

NONCONSTRUCTION

**OASA (M&RA)**

Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs)

**OPM**

Office of Personnel Management

**PCS**

Permanent change of station

**PMI**

Presidential management intern

**POC**

Point of contact

**PPP**

Priority Placement Program

**QASAS**

Quality Assurance Specialist (Ammunition Surveillance)

**RC**

Resources and Construction

**RIF**

Reduction-in-force

**RNO**

Race and national origin

**SES**

Senior Executive Service

**SF**

Standard form

**SKAP**

Skills, knowledges, abilities, and personal characteristics

**SME**

Subject matter expert

**TAPES**

Total Army Performance Evaluation System

**TRADOC**

US Army Training and Doctrine Command

**USACE**

US Army Corps of Engineers

**USC**

United States Code

**VEOA**

Veteran Employment Opportunity Act

**VRA**

Veterans Readjustment Act

**Section II****Terms****Affirmative Action Plan**

Action required to achieve appropriate representation of minorities, women, and disabled persons at all grade levels within the Army work force.

**Career development**

A method of obtaining additional knowledge, skills, and abilities within a CP through training, assignment, or self-development.

**Career field**

Includes CP positions (professional and administrative) and also functionally related clerical and technical positions which are grouped together for life-cycle management purposes.

**Career program**

Specified occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics.

**Career program registrant**

A DA employee, rated eligible for a position covered by a CP and within the area of consideration, who files for referral.

**Competitive service**

All civilian positions in the federal government that are not specifically excepted from the civil service laws by or under statute, by the President, or by OPM, and not in the senior executive service (SES).

**Competitive status**

Status acquired after the employee has served a satisfactory probationary period under a career or career-conditional appointment.

**Delegated examining authority**

An agreement between OPM and an agency authorizing that agency to recruit applicants, evaluate their qualifications, establish competitive registers of eligible candidates, and issue certificates of eligibles.

**Department of the Army Central Referral Office**

Offices designated to develop DA-level referral rosters and administer DA CP files for particular CPs.

**Equal Employment Opportunity Program**

A program designed to provide for appropriate work force representation and fair treatment of minorities, women, and disabled persons and to resolve charges of discrimination.

**Excepted Service**

All positions in the executive branch of the federal government which are specifically excepted from the competitive service by statute, by the President, or by OPM, and which are not in the SES.

**Family member**

Spouses and unmarried children of the DOD civilian or military employee who have not reached their 23rd birthday.

**Intern**

An employee who has met all entrance requirements for an entry-level position in an established CP. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to the target level.

**Key positions**

Positions involved in determining strategy, plans, and, or policy. These positions are the “target positions” for progression within the CP and are reported by ACPMs to the FCR.

**MACOM referral inventories**

Those MACOMs and specifically designed IRAs maintaining MACOM referral inventories.

**Master intern training plan**

A detailed training plan issued by HQDA showing on-the-job training and formal courses that will prepare career interns for target-level CP positions DA-wide.

**Next appropriate vacancy**

A vacancy for which the candidate has indicated geographical availability and for which the candidate has been determined to be highly qualified, as defined in AR 690-300, chapter 335.

**Nondisqualifying handicapping condition**

Any disability that permits the candidate to perform essential functions of the job safely with allowances for reasonable accommodation, if needed.

**Outside registrant**

Any status applicant for a DA CP position not currently employed by DA who files for referral consideration.

**Priority Placement Program**

A DOD program which promotes stability of employment of DOD civilian personnel. It is a job assistance program for civilians affected by base closures, RIF, consolidations, contracting out, position classification decisions, transfer of functions, rotation from overseas, and movement of military sponsors to new duty stations.

**Referral rosters**

A standing list of candidates for referral to positions of the same, higher, or lower grade on the basis of review and evaluation.

**Reinstatement**

The noncompetitive reemployment into the competitive service as a career or career-conditional employee of a person who acquired eligibility for such action as a result of previous service.

**Special consideration for repromotion**

Consideration given to employees for a reasonable period of time (for example, from 2 to 4 years) to nontemporary employees who have been changed to a lower grade without personal cause and not at their own request.

**Spouse preference eligible**

The wife or husband of an active duty military member of the Armed Forces, including a member of the US Coast Guard, relocating because of service under a statutory tour.

**Subject matter expert**

An individual who is, or has been in, or managed the resources of (including a comparable military experience) the career field for which the employee is registering.

**Target position**

The position in which the intern is placed when the training program is completed.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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